

**OFFICE OF THE ATTORNEY-GENERAL  
AND MINISTRY OF LEGAL AFFAIRS  
THE COMMONWEALTH OF THE BAHAMAS**

**TERMS OF REFERENCE – STRATEGY DEVELOPER (ADVISOR) FOR  
THE ROLL-OUT OF THE REGISTRY OF LANDS**

The Government of The Bahamas recently passed two pivotal pieces of legislation: the Land Adjudication Act, 2025 and the Registered Land Act, 2025. These Acts mark a critical step towards modernizing land conveyancing and ensuring secure land tenure in The Bahamas.

The specific objectives are:-

- to create a framework for registered land in The Bahamas, which will bring transparency, efficiency and security to land transactions across the country.
- to strengthen public trust and confidence in land ownership and transactions.

**I. Objectives of the Consultancy**

The Registry of Lands Advisor (“the Consultant”) will work to support the implementation of the Registry of Lands, including the creation and set-up of the Registry. The Consultant will report to the Permanent Secretary.

**II. Main Activities of the Consultancy**

The Consultant will undertake the duties and responsibilities indicated below:-

- i) provide technical advice to the Registrar of Lands on best practices in land registration;
- ii) consult and advise, giving an assessment of the current situation and providing firm recommendations on a road map, strategy and process for the successful implementation of the Registry of Lands;
- iii) define organizational structures for dedicated units, including Adjudication Unit, Survey/Mapping Unit, ICT Unit, etc.;
- iv) develop standard operating procedures for quality assurance;
- v) develop security protocols to protect sensitive land data;
- vi) plan and conduct or supervise capacity building and training activities for the Registrar and his/her staff, Government Ministries/Departments and other relevant stakeholders;
- vii) engage and liaise with relevant stakeholders in collaboration with the Registry of Lands;
- viii) develop a work flow process for the registration of lands including integration with GIS, cadastral and CORS system;
- ix) develop content for handbooks, guide books and other knowledge products;
- x) establish success criteria and monitoring and evaluation methods;
- xi) assist with the drafting and development of any Request for Proposals, or any other procurement needed for technical consultants;
- xii) supply monthly summary reports of activities undertaken and advice provided; and
- xiii) travel when required.

**III. Reports and Deliverables**

- i) A Land Registry framework to ensure that the objectives of the Registered Land Act and the Land Adjudication Act and their provisions are achieved by the Registry of Lands;

- ii) Land Registry Implementation Plan, which will consist of a road map and quick preliminary assessment of what or where are the critical sectors where land registration should and could be earliest applied including key activities and timelines for completion.
- iii) Land Registration Training Plan for:-
  - a) The Registrar of Lands and staff around relevant laws and practical implications for the organization regarding legal requirements, site visits and hearings;
  - b) Government Ministries, Departments, and Agencies to promote compliance with the laws and policies;
  - c) drafting of Regulations to support the Acts and any other supporting legislation;
  - d) stakeholder workshops to present the policy and implementation plan;
- iv) monthly reports to the Registrar and Permanent Secretary;
- v) end of assignment Report including sustainability roadmap and lessons learnt; including capacity transfer and long term budget recommendations.

**IV. Qualifications of the Consultant:**

- A minimum of a Bachelor's Degree in Law, Public Administration, Public Policy, relevant Social Science Degree or related field.
- At least five (5) years' work experience in the area of land registration.
- Experience in Conveyancing and land related transactions.
- Experience in Project Management.
- Experience in providing policy advice at the international, regional or national level preferably in Commonwealth/Caribbean or small island developing states.

**V. Attributes/Behaviours should include:-**

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities;
- Ability to plan, organize, implement and report on work;
- Excellent presentation and facilitation skills;
- Integrity and ethical standards

**VI. Characteristics of the Consultancy**

The Consultant will discharge his/her responsibilities under the following contractual arrangements:-

Contractual category: Independent Contractor for a Defined term

Contract duration: six (6) months, renewable where necessary based on satisfactory performance.

Flexibility for remote work during the period may be considered.

Payments and conditions: negotiable and Commensurate with experience.

**All intellectual property, data, reports and knowledge products created shall remain the property of the Government of The Bahamas.**

**Interested, qualified candidates should hand deliver their curriculum vitae and all relevant supporting documents to the attention of Cecilia Strachan, Permanent Secretary at Registrar General's Department, Shirley and Charlotte Streets or submit them via email at [ceciliastrachan@bahamas.gov.bs](mailto:ceciliastrachan@bahamas.gov.bs) on or before 17<sup>th</sup> October, 2025.**